

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Board was held on Thursday, October 9, 2025, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Kevin Griffin, Chair
Jennifer Chelwick, Vice Chair
Nanette Paghi
Brad Owens
Ricky Armstrong
Pete Setian
Morgan Whitehead

Others Present: Sharlette Wright, Airport Manager
Taylor Martin, Airport Operations Coordinator
Dustin Deel, Director of Administrative Services, City of Waxahachie
Clyde Melick, Assistant City Manager, City of Midlothian
Ross Weaver, Council Representative, City of Midlothian

1. Call to Order

Chair Kevin Griffin called the meeting to order.

2. Invocation

Chair Kevin Griffin gave the invocation.

3. Public Comments

Mr. David Northcut, tenant, addressed the Board regarding the new lease contract. He expressed concerns about the overall length and complexity of the document, noting that certain provisions appear unnecessary or inapplicable to tenants occupying T-hangars and box hangars.

4. Consent Agenda

- a. Consider Minutes of Meeting Scheduled August 14, 2025
- b. Financial Report - Period Ending September 2025
- c. Operations Report - September 2025
- d. FBO Report on Fuel Sales - September 2025

Action:

Jennifer Chelwick motioned to approve the consent agenda as presented. Motion was seconded by Pete Setian. All Ayes.

5. Ken Lantz' Address to the Airport Board

The owner of Southern Star Aviation, Mr. Ken Lantz addressed the board regarding FBO operations and to reaffirm the commitment of Southern Star Aviation to the success of Mid-Way Regional Airport. Mr. Lantz gave an overview of the services that Southern Star Aviation provides to the airport and its visitors.

6. Monthly Projects Report – September 2025

Airport Manager Sharlette Wright gave a brief overview of the projects report.

- Security Cameras – Cameras are in place and operational. All wiring has been completed.
- New Lease Roll Out – All leases have been sent to tenants.
- Pavement Project – TXDOT is in the contract stage of the process. Airport Management will update the Board and tenants as soon as more information is available.
- Self-Service Fuel Expansion – The agreement with Parkhill has been executed. Final design will be completed in six weeks.
- Self-Service Fuel – The fuel dispenser shipped on October 6, 2025 and installation should be completed by the end of the month of October.
- Roof Repairs – RFQ is being prepared and will be posted in the coming days.
- Management Software – Quotes have been received, and the software should be active on or before November 1, 2025.

7. Budget Review

New airport monitoring software, Airport Monitoring Systems, has been purchased and is in use. This system provides a more comprehensible and tailored experience when monitoring airport operations. A new desk for Sharlotte Wright is slated to be purchased using FY26 funds. Quotes have been requested to improve the access gates at the airport. Clarification was given to the board as to how the gate upgrade was to be funded.

8. Review and Discuss Updated Leases

Insurance requirement clarification has hampered the execution of the new lease contracts. Many tenants are concerned about the general liability requirements outlined in the new contract. Additional insurance requirements also include a one million dollar “slip and fall” policy that tenants would be required to carry. Clarification from TML is needed before an addendum is added to the new lease contracts.

9. Discuss Tenant Request for Hangar Improvements

A tenant is requesting permission to expand an existing office structure in his hangar. The tenant will pay for hangar improvements. Additionally, the hangar should be restored to its previous condition upon the tenants vacation of the hangar.

10. Adjournment

There being no further business, *Jennifer Chelwick moved to adjourn the meeting. Motion was seconded by Nanette Paghi. All Aves.*

Respectfully submitted,

Taylor Martin, Airport Coordinator